

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
10 September 1953

1. No. on leave three days or more:

Records Mgt. Section- 1

Mail Control Section- 7

Records Center Sec.-

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 9

Records Center Section-

Mail Control Section

3. Where: One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section-

Records Management Section

Mail Control

5. Specific cases on item 4 not in previous reports.

6. New applicants interviewed _____. Recruited by Personnel _____.
Recruited by this office _____.

B. Administration and Problems:

Records Management Section - A summary of the tentative records control schedule for the Machine Records Branch indicates that of 313 feet of records scheduled, 150 feet (or 48%) are subject to immediate disposition pending approval of the schedule. It also appears that the file cabinet requirements for the Branch could be reduced considerably. A similar records control schedule is now being prepared for the Printing and Reproduction Division.

Records Center Section - A review is being made for the requirements for operating the Records Center exclusively from Rosslyn. While some repairs and construction appear to be necessary, the savings in the lease, guardpost and building maintenance appear to permit substantial savings in the first year of operation.

A backlog of approximately 80 man-hours of work has developed in the Supplemental Distribution activity. This has occurred because of a continuing heavy work load, the regular assignment of two employees in the [redacted] [redacted] and less help from the microphotographers who are currently needed for their regular work. Efforts are now being made to reduce this backlog through the assignment of personnel of other sections of the Branch.

Mail Control Section - On 3 September 1953, there were three couriers on sick leave, one on emergency annual leave and four on annual leave. This shortage of personnel made it impossible to fulfill some requests for special service and it was necessary for the supervisors and dispatchers to make a number of the regular runs.

25X1

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		<u>This Week</u>	<u>Average Week</u>	<u>Last Fiscal Year</u>
1.	Microfilming			
	Images Filmed - Rotary Camera	-		18,697
	Flat-bed Camera	10,375		9,735
2.	Records Center - (all figures in cubic feet)			
	Records received for processing and storage	28	2.9	-
	Reference to records material	42	114	178
	Records material destroyed	-	0	-
3.	Supplemental Distribution Center			
a.	New material for stock:			
	Information reports	798	624	
	Intelligence reports	41	65	143
b.	Supplemental Distribution:			
	Information reports	182	192*	306
	Intelligence Reports	75	123	191
	Notices	-	43	32
	Regulations	1	44	144
	Others	-	0	9
c.	Initial Distribution:			
	Notices	2	1	
	Regulations	1	0	3
	Others	-	0	1.7
4.	Mail Activities			
a.	Post Office Mail			
	Incoming	4,428	5,064	
	Outgoing	4,990	6,537	
b.	Postage expended	\$666.87	\$800.12	
c.	Scheduled courier trips	186	240	
d.	Special courier trips	60	55.3	
e.	Inter-agency mail by courier			
	Incoming	1,035	956	
	Outgoing	838	1,313	
f.	Personnel actions:			
	Recruitments	-	-	
	Separations	1	-	
g.	Use of Motor Pool Vehicles			
	Available	4	-	
	Available but delayed	1	-	
	Not available	-	-	